

Health and Safety Policy



Phoenix Athletic Club Incorporated

The Phoenix Athletic Club Incorporated (Phoenix Athletic Club) is committed to creating an environment that promotes coach, athlete, visitor, family member, volunteer and contractor (worker) Health and Safety.

The Club will pursue best practice in health and safety and comply with the requirements described in the relevant legislation.

This will be achieved by:

- Ensuring all equipment is designed, operated and maintained in a safe condition.
- Providing appropriate training, resources and supervision so club duties can be undertaken safely.
- Identification of known hazards; and implementation of strategies to reasonably reduce, eliminate or remove identified hazards.
- Timely and accurate reporting and investigation of accidents and incidents.
- Encouraging participation and consultation from all coaches and athletes (and their families) on health and safety matters relating to club activities.
- Maintaining relevant health and safety documentation and records and making them accessible on the club web site and at club training grounds.
- Adopting a process of continuous review for improvement.
- Clearly defining workers and employer responsibilities in the Appendices of the policy documentation.

Signed:

Position: **President**

Date: **18 September 2016**

Appendix 1 Phoenix Athletic Club Health and Safety Rules

Appendix 2 Hazard Register

Appendix 1

Phoenix Athletic Club Health and Safety Rules

All workers must abide by the following general rules in the interests of the safe and healthy participation in sport for all involved. These rules also apply to weekly competitions under Athletics Canterbury or Athletics New Zealand management.

- Athletes, visitors and family must always follow instructions of adults in charge of each event or training session; failure to do so may result in the athlete being asked to sit out that event or training session;
- We request that children aged under 10 are accompanied at club trainings by a parent or adult caregiver unless otherwise organised, and with the consent of the club coaches at the time, and that drop-off and pick-up arrangements made for children 14 and under are timely;
- The entire club area is smoke and alcohol free for officials, participants and spectators;
- It is recommended that footwear is worn at all times to protect against dropping equipment as well as broken glass, stones, wasps, prickles etc;
- Club athletes, families, coaches and visitors are responsible for their own general well e.g. maintaining hydration, applying sunscreen and wearing warm clothing in adverse conditions;
- Rakes, shovels and brooms are to be used by helpers only, or unless otherwise specified by a supervising adult;
- There will be no throwing of sand from sand pits;
- There will be no running across any throwing area whilst throwers are training or competing;
- Any health and safety concerns must be raised with a supervising adult or club coach at the earliest convenience;
- All club athletes, coaches, family members and visitors must read and observe the event specific safety rules outlined below.

It is important that we advise all workers of any potential hazards that we have identified in our club events when using our equipment. We have developed the following Individual Event and Safety Rules that address these potential risks. We welcome any additional hazards and suggestions you may identify.

Running

Athletes	Coaches and supervising adults
<ul style="list-style-type: none">• Warm up muscles prior to running.• Spikes to be removed after event to avoid injury to others.• Wait for signal/starters 'gun' or instruction from the supervising coach/adult before running.• Any injury and/or illness must be reported to the supervising coach/adult	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Check running area for foreign obstacles.• Check that activities happening elsewhere are a safe distance away.

Long/Triple Jump

Athletes	Officials
<ul style="list-style-type: none">• Warm up muscles prior to jumps• Only one athlete to jump at a time.• Footwear advised due to rough run-up surface.• Wait for signal before jumping - pit may still be being raked.• Waiting athletes to wait quietly in order by the side of the running track.	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Check run-up surface for foreign obstacles.• Dig over sandpit before jumping commences.• Check that no obvious foreign objects in the sandpit.• Ensure a cone or obvious obstacle (e.g. another athlete) stands on jumping board while pit is being raked.• Call athletes name clearly when jump should proceed.• When not in use rake and shovel should be placed vertically against a fence or, if horizontal, with the rake prongs and shovel blade edge facing down.

Discus

Athletes	Officials
<ul style="list-style-type: none">• Warm up muscles prior to throws by stretching.• Only one athlete in throwing circle.• Wait for signal before attempting throw.• Waiting athletes to stand quietly, behind the front half of the circle and at least 10 feet away.• Before an athlete throws they are to visually check the throwing arc is clear of any obstacle (e.g. people)• FOOT WEAR TO BE WORN AT ALL TIMES BY ALL Athletes.	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Put out hazard signs to indicate the danger zone for spectators.• Instruct athletes on the correct throwing procedure – entering/leaving circle.• While the athlete is throwing the coach/supervising adult must stand outside circle, behind the front half of the circle and at least 10 feet away.• Ensure a cone or obvious obstacle (e.g. another athlete) stands in the circle while any discus are being retrieved.• No rolling of discus back towards other athletes.

Shot Put

Athletes	Officials
<ul style="list-style-type: none">• Warm up muscles prior to throws by stretching.• Only one athlete in throwing circle.• Wait for signal before attempting throw.• Waiting athletes to stand quietly, behind the front half of the circle and at least 10 feet away.• Before an athlete throws they are to visually check the throwing arc is clear of any obstacle (e.g. people)• FOOT WEAR TO BE WORN AT ALL TIMES BY ALL ATHLETES	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Put out hazard signs to indicate the danger zone for spectators.• Instruct athletes on the correct throwing procedure – entering/leaving circle.• While the athlete is throwing the coach/supervising adult must stand outside circle, behind the front half of the circle and at least 10 feet away.• Ensure a cone or obvious obstacle (e.g. another athlete) stands in the circle while any shot are being retrieved.• No rolling of shot put back towards other athletes.

High Jump

Athletes	Officials
<ul style="list-style-type: none">• Warm up muscles prior to jumping by stretching.• Spikes advised when jumping off grass.• Wait for signal before attempting jump.• Waiting athletes to stand quietly at their run-up area.	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Check run-up for foreign obstacles.• Ensure the running surface is safe for jumping.• Ensure the equipment is positioned correctly.• Instruct athletes on the correct jumping procedure – side to jump from and where they should clear the bar

Hurdles

Athletes	Officials
<ul style="list-style-type: none">• Warm up muscles prior to jumping by stretching.• Spikes advised when hurdling off grass.• Wait for signal before hurdling.• Waiting athletes to stand quietly at their run-up area.• Never sit on a hurdle.• Never go over a hurdle in the 'incorrect' direction ie. the stand should always face the	<ul style="list-style-type: none">• Ensure athletes are wearing appropriate gear.• Check running surface for foreign obstacles.• Ensure the running surface is safe for hurdling.• Ensure the equipment is positioned correctly ie. the hurdle stand should face the athlete so it can easily topple

athlete.	<p>over if the athlete fails to clear the height.</p> <ul style="list-style-type: none"> • Ensure the height is correct for the skill of the athlete. • Instruct athletes on the correct hurdling procedure – side to hurdle from.
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Javelin/Hammer

Athletes	Officials
<ul style="list-style-type: none"> • Warm up muscles prior to throws by stretching. • Only one athlete to throw at one time. • Athletes for hammer to wait behind the cage/throwing area & athletes for javelin to wait behind the throwing line at all times. • Wait for signal before throwing. • Waiting athletes to stand quietly. • FOOT WEAR TO BE WORN AT ALL TIMES BY ALL ATHLETES 	<ul style="list-style-type: none"> • Ensure athletes are wearing appropriate gear. • Put out hazard signs to indicate the danger zone for spectators. • Check run-up for foreign obstacles. • Instruct athletes on the correct throwing procedure. • While the athlete is throwing the coach/supervising adult must stand outside circle, behind the front half of the circle and at least 10 feet away. • Never turn your back on the thrower • Never stand in front of the javelin. • Ensure no throws take place while javelins or hammers are being retrieved. • All javelins are to be retrieved through the placement of the thumb over the protruding end, followed by a slight twist and gentle pull on the javelin shaft. • All javelins are to be transported in a vertical position when retrieved or carried. • No javelin is to be retrieved and then thrown back towards individuals. • All hammers are dragged back to the throwing area or carried back by the handle. No hammer is to be thrown back after retrieval.

Equipment

All equipment is regularly checked for defects and replaced if necessary. This is the responsibility of the Equipment Officer. If the Equipment Officer is unavailable any defects in equipment that affect safety must be entered in the Hazard Register.

Rannerdale (and other) training grounds

Rannerdale training grounds (Suva St, Riccarton, Christchurch) is a publicly-accessible space. It is expected that all club members, families and visitors, will respect the training facilities in use at the time and take care to maintain those facilities for other users. All athletes acknowledge they enter any training area for the purpose of club training entirely at his or her own risk in all respects. Neither Phoenix Athletic Club nor its coaches, officials, committee members, agents, contractors or other parties associated with Phoenix Athletic Club or the training facility, accept any liability whatsoever (physical, financial or otherwise) for any loss (direct or indirect), damage, injury or death which may result (by negligence or otherwise) or be sustained by the athlete or any other party directly or indirectly associated with the athlete, arising from the intended or actual use by the athlete of the training facility, or any related activity.

No athlete shall train at Rannerdale by themselves without a charged cell phone available in case of emergencies.

This is a living document and may be updated at any stage during the season. The latest version of this document will be displayed at Rannerdale training grounds and may be downloaded from the club website.



Appendix 2

HAZARD REGISTER (To be available at Rannerdale training grounds, and all training venues)

Date of incident	Name of club member reporting incident	Brief description of hazard and what occurred	Action taken at the time to reduce, eliminate or remove the hazard	Subsequent action taken by the club committee



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